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16 DEC 1968

STATINTL

MEMORANDUM FOR: Mr. [REDACTED] Records Administration Officer, DDS

SUBJECT : Information Requested Regarding the CIA Cable Reference File

REFERENCE : Memo dtd 2 Dec 68 to the Undersigned, subj: Request for Cable Information

Attached to the reference was a copy of a memorandum signed by the Deputy Cable Secretary. It asked that certain information be furnished, and as requested by you, the following reflects the Office of Logistics' Records Management Officer's responses to the four questions:

- a. Office of Logistics Registry has a continuing need for reference service. Such service is resorted to almost weekly.
- b. About 75 percent of the cables requested are 5 years old or less. The remaining 25 percent are estimated to be between 5 and 10 years old.
- c. Based on (b), just preceding, it is believed cables of interest to the Office of Logistics should not be retained longer than 10 years.
- d. Present service is taking too long; it takes longer than 2 weeks to get some cables requested for reference purposes.



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